VOLUME IV
DIRECT LOAN (DL) TOOLS

COMMON ORIGINATION AND DISBURSEMENT
2021-2022 TECHNICAL REFERENCE

Direct Loan Tools for Windows, Release 21.0

This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 21.0 in combination with EDExpress, third-party software and/or other in-house systems to track, analyze, reconcile, and rebuild William D. Ford Federal Direct Loan data processed by the COD System for the 2019-2020, 2020-2021, and 2021-2022 Award Years.

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Overview

William D. Ford Federal Direct Loan (DL) Tools for Windows, Release 21.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the Software and Other Tools Web page, located at https://fsapartners.ed.gov/knowledge-center/topics/software-and-other-tools.

DL Tools is a Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the Direct Loan School Account Statement (SAS) to loans and actual disbursements recorded in EDExpress or an external file, and/or compare the SAS to the DL Tools Cash database.

- Print the SAS in a readable format.

- Track Cash Receipts (drawdowns) and Refunds of Cash.

- Rebuild your Direct Loan origination and disbursement records in EDExpress using an automated process.

- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDExpress database.

DL Tools Release, 21.0 includes functionality for the 2019-2020, 2020-2021, and 2021-2022 award years. Each annual release of DL Tools adds functionality for the new processing cycle and removes the oldest cycle, enabling you to use the current version for Direct Loan tasks for the three most recent cycles.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDExpress for Windows databases. However, non-EDExpress users can export data from a rebuilt EDExpress database to recreate non-EDExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDExpress) and the List–Document Activity report (available in EDExpress) assist schools with monitoring current operations, procedures, and program status, and can also help meet the Quality Assurance requirement in the Direct Loan program. Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

DL Tools Comparison

DL Tools Loan and Disbursement Comparison Reports, located in the Compare dialog box, are designed to be run using the SAS Reports with YTD detail, not monthly detail. See Volume IV, Section 8 of this technical reference for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by accessing the COD System Web site at cod.ed.gov.

Using DL Tools without EDExpress

If you do not use EDExpress, you can still use DL Tools to assist in reconciling. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools, thus creating a temporary database you can use to compare your data to the SAS.

- To add school cash data to the newly created database, import the External Cash file (DLEXCASH).

- To add school loan data to the newly created database, import the External Loan file (DLEXLOAN).

- To add school disbursement data to the newly created database, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2021-2022 Common Origination and Disbursement (COD) Technical Reference*.

> These record layouts are used without header or trailer records.

When creating your external files, use the standard file names of DLEXCASH, DLEXLOAN, and DLEXDISB as noted at the top of each record layout. You need to include a carriage return/ line feed (CR/LF) (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no end of file (EOF) marker is required, just the CR/LF markers.

Section 508 Compliance

Users always see the "-R" label added to software fields.

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 21.0 is compatible with screen reader technology used by the visually impaired.

Screen reader software cannot interpret color shading in DL Tools software entry fields. To accommodate this restriction, DL Tools fields that are shaded yellow to indicate they are required also display a "-R" after the software label. The "-R" indicates the field is required.

DL Tools Release 21.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 21.0:

General

- **Program Year 2021-2022 Added** – We added DL Tools functionality and message classes applicable to program year 2021-2022. Be sure to select the appropriate Program Year field value (**2019-2020**, **2020-2021**, or **2021-2022**) in the DL Tools toolbar before running major functions such as import, print, or compare.

- **Program Year 2018-2019 Removed** – We removed DL Tools functionality and message classes applicable to program year 2018-2019.

- **Accessibility Enhancements to Print Functionality** – To improve accessibility for visually-impaired users and more effectively conform with requirements in Section 508 of the Rehabilitation Act, we enhanced print functionality in Release 21.0 to include a new Hypertext Markup Language (HTML) output option, which is more adaptable to screen reader technology. We also redesigned DL Tools reports and lists to convey information in a more accessible, readable format.

  You can now designate a default report format (**PDF** or **HTML**) for each DL Tools user in System setup (**Tools**, **Setup**, **System**). Your default report format selection is selected automatically in the new **Format** field added to the Import, Compare, and Print dialog boxes, and can be modified as needed to the other format selection for individual reports. The new HTML format is only available when printing to the screen, to a file, or to e-mail (if available) for the report output destination.

> When printing in HTML format, note that report page breaks may not appear in logical locations and page numbers are not used.

Disbursement Detail External Add (DLEXDISB)

- **Disbursement Date Range Updated for 2021-2022** – We updated import functionality for the Disbursement Detail External Add file (message class DLEXDISB) to only allow a date range of 10/1/2020 to 12/28/2025 for 2021-2022 disbursement transactions.

Getting Help

Software Help

DL Tools Release 21.0 provides a help system to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the Using Help topic for more information.

CPS/SAIG Technical Support

Make sure you include both your TG number and your telephone number in your e-mail message.

For questions regarding technical assistance and software functionality, contact CPS/SAIG Technical Support. You can reach CPS/SAIG Technical Support Monday through Friday, 8 a.m. – 8 p.m. (ET), at **800/330-5947**. You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov.

Additional Assistance

If you have questions regarding the Direct Loan reconciliation or closeout process, please contact the COD School Relations Center at 800/848-0978 or send an e-mail to CODSupport@ed.gov.

You can also post questions regarding DL Tools on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.

Federal Student Aid staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.

Direct Loan Tools Release 21.0 Message Classes

This section provides information regarding the external import, rebuild, and School Account Statement (SAS) message classes used by the Direct Loan (DL) Tools Release 21.0 software.

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DL Tools External Add Message Classes

The following message classes are used to import cash, loan, and/or disbursement data from an external system into DL Tools:

Message Class	Program Year	Data Description	Record Length
DLEXCASH	2019-2020 2020-2021 2021-2022	Cash Detail External Add	80
DLEXLOAN	2019-2020 2020-2021 2021-2022	Loan Detail External Add	80
DLEXDISB	2019-2020 2020-2021 2021-2022	Disbursement Detail External Add	97

Rebuild Message Classes

The following Rebuild message class can be imported into DL Tools to rebuild an EDExpress database:

Message Class	Program Year	Data Description	Record Length
CODRBFOP	2019-2020 2020-2021 2021-2022	Rebuild File	1200

School Account Statement (SAS) Message Classes

The following School Account Statement (SAS) message classes can be imported into DL Tools to run comparison reports.

Message Class	Program Year	Data Description	Record Length
DSDF20OP	2019-2020	Direct Loan School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSDF21OP	2020-2021	Direct Loan School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSDF22OP	2021-2022	Direct Loan School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	220
DSLF20OP	2019-2020	Direct Loan School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSLF21OP	2020-2021	Direct Loan School Account Statement (Fixed-Length, Loan Level Loan Detail)	220
DSLF22OP	2021-2022	Direct Loan School Account Statement (Fixed-Length, Loan Level Loan Detail)	220

Direct Loan Tools Release 21.0 Record Layouts

This section provides record layouts for schools and other agencies using third-party software and/or other in-house systems who need to import 2019-2020, 2020-2021, or 2021-2022 cash detail, loan detail, or disbursement detail into Direct Loan (DL) Tools Release 21.0. For more detailed information on the Rebuild and School Account Statement (SAS) files, see Volume VI, Section 8 (COD Reports) in the 2021-2022 COD Technical Reference*.*

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Cash Detail External Add Record Layout

Message Class - DLEXCASH

Cash Detail External Add					Cash Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	6	6	School Code	X00000 to X99999 where X = G or E	Left
2	7	8	2	Program Year	20, 21, or 22 Use 20 as the Program Year to indicate you are importing a cash detail record applicable to 2019-2020. Use 21 as the Program Year to indicate you are importing a cash detail record applicable to 2020-2021. Use 22 as the Program Year to indicate you are importing a cash detail record applicable to 2021-2022.	Left
3	9	9	1	Transaction Type	R = Cash Receipts (Drawdowns) X = Refund of Cash	Left
4	10	17	8	Transaction Date Date cash receipt or refund of cash is applied	19000101 to 20991231 Format is CCYYMMDD	Date
5	18	28	11	Transaction Amount The amount for cash receipt or refund of cash	-2147483648 to 02147483647 Refunds of Cash and Cash Receipts are normally positive. Only use the negative sign for reversing transactions.	Right
6	29	41	13	G5 Control Number Code/User Notes The G5 Control Number Code received from G5 for cash receipts or any text the user chooses.	Any valid keyboard character or Blank Ignored when Transaction Type = X	Right
7	42	56	15	Check Number/User Notes The check number returned by the school on a check for refund of cash or any text the user chooses	Any valid keyboard character or Blank Ignored when Transaction Type = R	Right
8	57	80	24	Unused/Reserve for future expansion	Will be blank	Left
			80	**Total Bytes**		

Loan Detail External Add Record Layout

Message Class - DLEXLOAN

Loan Detail External Add						Loan Detail Record Layout
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 20, 21, or 22 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999 Use 20 as the Program Year to indicate you are importing a loan detail record applicable to 2019-2020. Use 21 as the Program Year to indicate you are importing a loan detail record applicable to 2020-2021. Use 22 as the Program Year to indicate you are importing a loan detail record applicable to 2021-2022.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	43	7	Gross Amount The total gross amount for the loan	0000000 to 0999999	Right
6	44	50	7	Fee Amount The total fee amount for the loan	0000000 to 0999999	Right
7	51	57	7	Interest Rebate Amount The total interest rebate amount for the loan	0000000 to 0999999	Right
8	58	64	7	Net Amount The total net amount for the loan	0000000 to 0999999	Right
9	65	80	16	Unused/Reserve for future expansion	Will be blank	Left
			80	Total Bytes		

Disbursement Detail External Add Record Layout

Message Class - DLEXDISB

Disbursement Detail External Add					Disbursement Detail Record Layout	
Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
1	1	8	8	End Date The last day of the reporting period	Format is CCYYMMDD	Date
2	9	9	1	Record Type	B = Booked Loan Detail U = Unbooked Loan Detail	Left
3	10	30	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001 to 999999999 Loan Type: S = Subsidized U = Unsubsidized P = PLUS or Grad PLUS Program Year: 20, 21, or 22 School Code: X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999 Use 20 as the Program Year to indicate you are importing a disbursement detail record applicable to 2019-2020. Use 21 as the Program Year to indicate you are importing a disbursement detail record applicable to 2020-2021. Use 22 as the Program Year to indicate you are importing a loan detail record applicable to 2021-2022.	Left
4	31	36	6	School Code	X00000 to X99999 where X = G or E	Left
5	37	41	5	Total Gross Amount The sum of the actual gross amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
6	42	46	5	Total Loan Fee Amount The sum of the actual loan fee amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
7	47	51	5	Total Interest Rebate Amount The sum of the actual interest rebate amounts (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
8	52	56	5	Total Net Amount The sum of the actual net amount (in dollars) for the loan	Numeric >= 0 Can be blank (If any of fields 5, 6, 7, or 8 are blank, corresponding loan record is not created)	Right
9	57	61	5	Disbursement Actual Gross Amount	Numeric >= 0	Right
10	62	66	5	Disbursement Actual Loan Fee Amount	Numeric >= 0	Right
11	67	71	5	Disbursement Actual Interest Rebate Amount	Numeric >= 0	Right
12	72	76	5	Disbursement Actual Net Amount	Numeric >= 0	Right
13	77	82	6	Disbursement Actual Net Adjustment	-99999 to 099999 Can be blank	Right

Field #	Start	End	Len	Field Name and Description	Valid Field Content	Justify
Disbursement Detail External Add					**Disbursement Detail Record Layout**	
14	83	84	2	Disbursement Number The disbursement number for the current disbursement transaction	01 to 20	Right
15	85	86	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed within EDExpress	01 to 99	Right
16	87	88	2	Previous Disbursement Sequence Number The Disbursement Sequence Number of the disbursement activity immediately preceding this disbursement record. Used to determine disbursement order only. It is not stored.	01 to 99 If Transaction Type = D, must be 00 or blank.	Left
17	89	89	1	Transaction Type—Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement	Left
18	90	97	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD For 2019-2020: 20181001 to 20231228 For 2020-2021: 20191001 to 20241228 For 2021-2022: 20201001 to 20251228	Date
			97	**Total Bytes**		

Direct Loan Tools Release 21.0 Reports

This section provides an overview and examples of the many reports that Direct Loan (DL) Tools Release 21.0 can generate to assist with your loan processing and reconciliation activities.

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Reports

Using DL Tools, Release 21.0, you can print a variety of reports to assist your Direct Loan processing and reconciliation performance. This section provides a description and an example for each of the following reports:

Located within the Print function:

- Internal Ending Cash Balance Report

- Direct Loan School Account Statement (SAS) Cash Summary

- SAS Disbursement Summary

- SAS Cash Detail

- SAS Loan and Disbursement Detail

- Disbursement Measurement Tool Report (EDExpress schools only)

Located within the Compare function:

- Cash Detail Comparison

- Loan Detail Comparison – Loan Detail

- Disbursement Detail Comparison

Each report example represents the 2021-2022 Award Year. Keep in mind that you can also run 2019-2020 and 2020-2021 reports in Release 21.0.

Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report calculates and displays the school internal ending cash balance based on Cash Receipts and Refunds of Cash entered or imported in Cash Management in DL Tools, and disbursement amounts from your school's EDExpress database or loan/disbursement amounts imported into DL Tools from an external file source (non-EDExpress schools). The cash detail can be imported using the Cash Detail External Add file (DLEXCASH), and the disbursement detail can be imported using the Disbursement Detail External Add file (DLEXDISB). External record layouts are provided in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

This report is available for the 2019-2020, 2020-2021, and 2021-2022 program years in Release 21.0. An EDExpress database connection is optional.

When printing an Internal Ending Cash Balance Report, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Print dialog box. If you leave the school code blank in the Print dialog box, then an Internal Ending Cash Balance Report is printed for all school codes in your school's database for the designated program year.

Important Printing Note: Some report samples in this section are displayed in landscape format. You may need to adjust your printer configuration and print these pages separately.

See Volume VI, Section 8 (COD Reports), of the *2021-2022 COD Technical Reference* for more detailed information on Direct Loan School Account Statement (SAS) files.

All comparison reports are run from the Compare dialog box, which is accessible from the software toolbar or the Tools menu. SAS summary reports are printed from the Print dialog box.

New for Release 21.0! We redesigned all DL Tools reports to convey information in a more accessible, readable format.

For the Internal Ending Cash Balance Report to provide an accurate school ending cash balance, both cash records and loan/disbursement records must be available to the software. Schools that do not use the Cash Management function in DL Tools, do not import loan and disbursement records from an external file, or do not have a connection to EDExpress will not obtain helpful results from this report.

Example 1

Below is an example of an Internal Ending Cash Balance Report –
Summary with Disbursement Data Source = EDExpress:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 17:21:07         Direct Loan Tools – 2021-2022
                  Internal Ending Cash Balance – Summary – Print Report
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:       G99999         Transaction Date Range:  01/01/2022 to 01/31/2022


Cash Receipts:                                                           $189,025
Refunds of Cash:                                                          $30,124
Total Cash (Receipts – Refunds of Cash):                                 $158,901


Total School Disbursement Net Amount from External Data:                  $53,721


Ending Cash Balance (Total Cash - Total Net Disbursements):              $105,180
```

Example 2

Below is an example of an Internal Ending Cash Balance Report –
Summary with Disbursement Data Source = External Source:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 14:03:06         Direct Loan Tools – 2021-2022
                  Internal Ending Cash Balance – Summary – Print Report
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:       G99999         Transaction Date Range:  01/01/2022 to 01/31/2022


Cash Receipts:                                                           $189,025
Refunds of Cash:                                                          $30,124
Total Cash (Receipts – Refunds of Cash):                                 $158,901


Total School Disbursement Net Amount from External Data:                       $0


Ending Cash Balance (Total Cash - Total Net Disbursements):              $158,901
```

Example 3

Below is an example of an Internal Ending Cash Balance Report – Detail Sorted by Transaction Type:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 14:03:06        Direct Loan Tools – 2021-2022
               Internal Ending Cash Balance Report – Detail – Print Report
                                                                    Sort: Type
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


 School Code:       G99999        Transaction Date Range:  01/01/2022 to 01/31/2022


 Type                     Date                 Amount

 Receipt                1/4/2022               $3,650
 Receipt                1/7/2022               $3,780
 Receipt                1/8/2022               $4,084
 Receipt               1/11/2022               $5,881
 Receipt               1/12/2022               $9,217
 Receipt               1/14/2022               $9,540
 Receipt               1/16/2022                  $40
 Receipt               1/20/2022             $147,483
 Receipt               1/25/2022               $3,350
 Receipt               1/22/2022               $2,000
 Refund                 1/5/2022                 $125
 Refund                1/10/2022               $3,588
 Refund                1/13/2022               $3,408
 Refund                1/15/2022               $3,335
 Refund                1/17/2022               $3,312
 Refund                1/19/2022               $3,179
 Refund                1/20/2022               $3,124
 Refund                1/23/2022               $3,095
 Refund                1/24/2022               $3,037
 Refund                1/26/2022               $3,921

                    Grand Totals

 Type                    Count                 Amount

 Cash Receipts             10               $189,025
 Refunds of Cash           10                $30,124
```

SAS Cash Summary

The SAS Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed by the Common Origination and Disbursement (COD) System. This report can be compared to summary information on the school's internal systems. You can print a monthly cash summary, year-to-date cash summary, or both.

The SAS Cash Summary is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

Note: The SAS cash summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional, as this report prints cash summary data from the SAS, which is stored in the DL Tools database.

Example 1

Below is an example of a SAS Cash Summary – Type is Monthly:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 13:27:01          Direct Loan Tools – 2021-2022
                               SAS Monthly Cash Summary – Print Report
          THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:  G99999                                       End Date:   1/31/2022
 Region Code:      9                                        State Code:       CA

 Net Drawdowns/Payments

 Type                    Amount

 Cash Receipts                 $0.00
 Refunds of Cash               $0.00

 Net Booked (Accepted) Disbursements

 Type                    Amount

 Disbursements           $22,222.00
 Adjustments                   $0.00

 Net Unbooked (Pending) Disbursements

 Type                    Amount

 Disbursements                 $0.00
 Adjustments                   $0.00

 Statement Total
 Beginning Cash Balance:                               $0.00
 Net Drawdowns/Payments:                          $33,333.00
 Net Booked (Accepted) Disbursements:             $22,222.00
 Ending Cash Balance:                             $11,111.00
 Net Unbooked (Pending) Disbursements:                 $0.00
 Cash > Accepted and Posted Disbursements:        $11,111.00
```

Example 2

Below is an example of a SAS Cash Summary – Type is Year-to-Date:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 13:27:01          Direct Loan Tools – 2021-2022
                         SAS Year-to-Date Cash Summary – Print Report
           THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                                     End Date:   1/31/2022
Region Code:       9                                     State Code:        CA

Net Drawdowns/Payments

Type                    Amount

Cash Receipts                $0.00
Refunds of Cash              $0.00

Net Booked (Accepted) Disbursements

Type                    Amount

Disbursements           $22,222.00
Adjustments                  $0.00

Net Unbooked (Pending) Disbursements

Type                    Amount

Disbursements                $0.00
Adjustments                  $0.00

Statement Total
Beginning Cash Balance:                           $0.00
Net Drawdowns/Payments:                      $33,333.00
Net Booked (Accepted) Disbursements          $22,222.00
Ending Cash Balance:                         $11,111.00
Net Unbooked (Pending) Disbursements:             $0.00
Cash > Accepted and Posted Disbursements:    $11,111.00
```

SAS Disbursement Summary

The SAS Disbursement Summary report is available from the Print dialog box. You can print the report at any time following the import of a SAS file.

This section of the SAS provides monthly and year-to-date summary disbursement information for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed by the COD System. You can print a monthly disbursement summary, year-to-date disbursement summary, or both.

Note: The SAS disbursement summary information stored in your database corresponds to the most recent SAS file you imported. The summary data is overwritten with each SAS import.

An EDExpress database connection is optional.

Example 1

Below is an example of a SAS Disbursement Summary – Type is
Monthly:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 10:05:48         Direct Loan Tools – 2021-2022
                      SAS Monthly Disbursement Summary – Print Report
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:  G99999                                End Date:    1/31/2022
 Region Code:       9                                State Code:        CA


 Account Type           Subsidized      Unsubsidized       PLUS        Total

 Booked Gross              $6,750          $10,000        $24,306     $41,556
 Booked Fee                   $63             $102           $972      $1,137
 Booked Rebate                 $0              $0             $0           $0
 Booked Net                $6,687          $10,398        $23,334     $40,419
 Unbooked Gross                $0              $0             $0           $0
 Unbooked Fee                  $0              $0             $0           $0
 Unbooked Rebate               $0              $0             $0           $0
 Unbooked Net                  $0              $0             $0           $0
```

Example 2

Below is an example of a SAS Disbursement Summary – Type is Year-to-Date:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 10:06:54          Direct Loan Tools – 2021-2022
                  SAS Year-to-Date Disbursement Summary – Print Report
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:  G99999                                End Date:   1/31/2022
 Region Code:     9                                  State Code:       CA


 Account Type          Subsidized      Unsubsidized       PLUS         Total

 Booked Gross             $6,750          $10,000       $24,306      $41,556
 Booked Fee                  $63             $102          $972       $1,137
 Booked Rebate                $0               $0            $0           $0
 Booked Net               $6,687          $10,398       $23,334      $40,419
 Unbooked Gross               $0               $0            $0           $0
 Unbooked Fee                 $0               $0            $0           $0
 Unbooked Rebate              $0               $0            $0           $0
 Unbooked Net                 $0               $0            $0           $0
```

Cash Detail Comparison

The Cash Detail Comparison report compares cash detail records in the SAS file received from the COD System to the cash detail records in DL Tools Cash Management. Cash Management records are entered manually or through the Cash Detail External Add (DLEXCASH) import option. Since only Cash entries (Drawdowns and Refunds of Cash) are used for the Cash Detail Comparison report, no disbursement detail information is printed on this report. External record layouts are found in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

The Cash Detail Comparison report uses the tolerance setting in DL Tools' System Setup (**Tools**, **Setup**, **System**) to account for timing differences between the entry dates on your school system and the dates recorded for cash transactions by the processors. The System Setup field labeled **Maximum number of days difference between SAS Cash records and cash records entered by the school which will be considered a match** allows you to enter the number of days between SAS cash records and cash records entered by your school that are considered a match when running the Cash Detail Comparison report. A drawdown or refund of cash transaction is considered a mismatch if the number of days between the date reported by the school and the date reported on the SAS exceeds this tolerance.

When printing a Cash Detail Comparison Report, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, then a Cash Detail Comparison report is printed for all school codes in your school's database for the designated program year.

Example 1

Below is an example of a Cash Detail Comparison – Sorted by Type:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 13:07:58  Direct Loan Tools for Windows – 2021-2022
                       Cash Detail Comparison – Compare Report
                                                                          Sort: Type
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:         G99999                             Date Range:  All Dates
 Match Status:        All                                Transaction Type:  All
 Tolerance (# of days):    5

 Transactions
 Type                Date           Amount      Match Status      Record Source

 Receipt            1/4/2022          $112      Unmatched         COD
 Receipt            1/4/2022        $3,126      Unmatched         COD
 Receipt            1/4/2022        $3,350      Unmatched         School
 Receipt            1/4/2022        $5,881      Unmatched         COD
 Receipt            1/4/2022        $9,217      Unmatched         COD
 Receipt            1/7/2022        $3,780      Unmatched         School
 Receipt            1/8/2022          $378      Unmatched         COD
 Receipt            1/8/2022        $4,084      Matched           School
 Receipt            1/11/2022       $1,247      Unmatched         COD
 Receipt            1/11/2022       $4,084      Matched           COD
 Receipt            1/11/2022       $5,881      Unmatched         School
 Receipt            1/12/2022       $3,350      Unmatched         COD
 Receipt            1/12/2022       $9,217      Unmatched         School
 Receipt            1/14/2022       $1,797      Unmatched         COD
 Receipt            1/14/2022       $9,540      Unmatched         School
 Receipt            1/15/2022         $954      Unmatched         COD
 Receipt            1/16/2022          $40      Unmatched         School
 Receipt            1/20/2022     $147,483      Unmatched         School
 Receipt            1/22/2022       $2,000      Unmatched         School
 Receipt            1/25/2022       $3,650      Unmatched         School
 Refund             1/5/2022        $3,921      Unmatched         School
 Refund             1/6/2022          $698      Unmatched         COD
 Refund             1/6/2022          $751      Unmatched         COD
 Refund             1/6/2022          $874      Unmatched         COD
 Refund             1/8/2022        $1,234      Unmatched         COD
 Refund             1/10/2022       $3,588      Unmatched         School
 Refund             1/11/2022         $254      Unmatched         COD
 Refund             1/11/2022         $333      Unmatched         COD
 Refund             1/13/2022         $632      Unmatched         COD
 Refund             1/13/2022       $3,408      Unmatched         School
 Refund             1/14/2022         $988      Unmatched         COD
 Refund             1/15/2022       $3,335      Unmatched         School
 Refund             1/17/2022       $3,312      Unmatched         School
 Refund             1/18/2022         $555      Unmatched         COD
 Refund             1/18/2022       $4,321      Unmatched         COD
 Refund             1/19/2022       $3,179      Unmatched         School
 Refund             1/20/2022       $3,124      Unmatched         School
 Refund             1/23/2022       $3,095      Unmatched         School
 Refund             1/24/2022       $3,037      Unmatched         School
 Refund             1/26/2022         $125      Unmatched         School

        Grand Totals

 Record Type        Count

 Matched               2
 Unmatched            38
 COD                  20
 School               20
```

Example 2

Below is an example of a Cash Detail Comparison –Sorted by Date:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 13:10:12  Direct Loan Tools for Windows – 2021-2022
                       Cash Detail Comparison – Compare Report
                                                                            Sort: Date
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:          G99999                               Date Range:  All Dates
Match Status:         All                                  Transaction Type:  All
Tolerance (# of days):    5

Transactions
Type                  Date            Amount      Match Status    Record Source

Receipt               1/4/2022           $112     Unmatched       COD
Receipt               1/4/2022         $3,126     Unmatched       COD
Receipt               1/4/2022         $3,350     Unmatched       School
Receipt               1/4/2022         $5,881     Unmatched       COD
Receipt               1/4/2022         $9,217     Unmatched       COD
Refund                1/5/2022         $3,921     Unmatched       School
Refund                1/6/2022           $698     Unmatched       COD
Refund                1/6/2022           $751     Unmatched       COD
Refund                1/6/2022           $874     Unmatched       COD
Receipt               1/7/2022         $3,780     Unmatched       School
Receipt               1/8/2022           $378     Unmatched       COD
Receipt               1/8/2022         $4,084     Matched         School
Refund                1/8/2022         $1,234     Unmatched       COD
Refund                1/10/2022        $3,588     Unmatched       School
Receipt               1/11/2022        $1,247     Unmatched       COD
Receipt               1/11/2022        $4,084     Matched         COD
Receipt               1/11/2022        $5,881     Unmatched       School
Refund                1/11/2022          $254     Unmatched       COD
Refund                1/11/2022          $333     Unmatched       COD
Receipt               1/12/2022        $3,350     Unmatched       COD
Receipt               1/12/2022        $9,217     Unmatched       School
Refund                1/13/2022          $632     Unmatched       COD
Refund                1/13/2022        $3,408     Unmatched       School
Receipt               1/14/2022        $1,797     Unmatched       COD
Receipt               1/14/2022        $9,540     Unmatched       School
Refund                1/14/2022          $988     Unmatched       COD
Receipt               1/15/2022          $954     Unmatched       COD
Refund                1/15/2022        $3,335     Unmatched       School
Receipt               1/16/2022           $40     Unmatched       School
Refund                1/17/2022        $3,312     Unmatched       School
Refund                1/18/2022          $555     Unmatched       COD
Refund                1/18/2022        $4,321     Unmatched       COD
Refund                1/19/2022        $3,179     Unmatched       School
Receipt               1/20/2022      $147,483     Unmatched       School
Refund                1/20/2022        $3,124     Unmatched       School
Receipt               1/22/2022        $2,000     Unmatched       School
Refund                1/23/2022        $3,095     Unmatched       School
Refund                1/24/2022        $3,037     Unmatched       School
Receipt               1/25/2022        $3,650     Unmatched       School
Refund                1/26/2022          $125     Unmatched       School

       Grand Totals

Record Type         Count

Matched               2
Unmatched            38
COD                  20
School               20
```

Loan Detail Comparison – Loan Level

This report compares the loan detail records from the SAS file received from the COD System with loan or disbursement detail records imported from an external system or loan detail data in EDExpress. The Loan Detail External Add (DLEXLOAN) record layout is provided in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with year-to-date detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at cod.ed.gov.

Records are grouped into four sections on the report, based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Booked Records That Are Matched - Loan records appear in this section of the Compare report if the SAS shows a booked date and the loan data in the SAS matches the data in your school's database. If you receive a DSDF with monthly detail, then loans never appear in this section when the Loan Level Compare is run, since the loan totals in the monthly detail section of the SAS are always $0.

Booked Records That Are Unmatched - Loan records appear in this section of the Compare report if the loan appears on the SAS as booked, but the data does not appear in your school's database; otherwise, there is a discrepancy between the COD System data and the school data. If your school receives a DSDF with monthly detail, all loans that appear in the SAS as booked are included in this section when the Loan Level Compare is run, unless the loan was reduced to $0 at the school.

Unbooked Records That Are Matched - Loan records appear in this section of the Compare report if the loan appears on the SAS as unbooked and the amounts match between the COD System and the school.

Unbooked Records That Are Unmatched - Loan records will appear in this section of the Compare report if the loan exists in your school's database but does not appear on the SAS; if the loan appears as unbooked on the SAS, but the record does not appear in your school's database; or if there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would, therefore, appear in this section.

If your school has not imported a booking notification for the loan but the SAS shows that the loan is booked, the loan appears in the "Booked Records That Are Unmatched" section. The booking status is set according to the COD System, not according to your school's database. If your school receives a DSDF with monthly detail, then no loans appear in this section when the Loan Level Compare is run (unless the SAS shows the loan as unbooked and your school data shows that the loan total is $0). This omission is due to the fact that loan totals in the monthly detail section of the SAS are always $0.

A Loan Detail Comparison – Loan Level Report runs regardless of the type of SAS (DSLF or DSDF) that has been imported into DL Tools, as long as the SAS contains either loan detail or disbursement detail. An EDExpress database connection is optional. When printing a Loan Detail Comparison, if you have not identified a school code in System setup, then you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, the Loan Detail Comparison report prints for all school codes in your school's database for the designated program year.

Example 1

Below is an example of a Loan Detail Comparison – Loan Level, Sorted
by Loan ID, Page 1:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                Page: 1
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
         Loan Detail Comparison – Matched Booked Records – Compare Report
                                                              Sort: Loan ID
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                              Date Range:   1/31/2022
Match Status:    All

                                       Net  Amount        # School
Loan ID                      Student Name    School      COD   Disbursements

999999999S22G99999001     RED, ROBERTA          $249     $249
```

Example 2

Below is an example of a Loan Detail Comparison – Loan Level, Sorted
by Loan ID, Page 2:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION                Page: 2
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
         Loan Detail Comparison – Unmatched Booked Records – Compare Report
                                                              Sort: Loan ID
       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:  G99999                              Date Range:   1/31/2022
Match Status:    All

                                       Net  Amount        # School
Loan ID                      Student Name    School      COD   Disbursements
999999999S22G99999001                              $1,244              0
999999999U22G99999001     PINK, JACK         $498  $2,228              1
999999999U22G99999001                              $1,244              0
999999999P22G99999001     BLUE, JOHN         $732   $852               1
999999999P22G99999001                              $1,244              0
999999999P22G99999001     BLACK, BUD         $975   $488               1
999999999P22G99999001                              $1,244              0
```

Example 3

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 3:

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION               Page: 3
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
         Loan Detail Comparison – Matched Unbooked Records – Compare Report
                                                              Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999                              Date Range:   1/31/2022
Match Status:   All

                                          Net   Amount        # School
Loan ID                      Student Name   School     COD     Disbursements

  999999999S22G99999001    GREEN, GLENDA     $249     $249              1
```

Example 4

Below is an example of a Loan Detail Comparison – Loan Level, Sorted by Loan ID, Page 4:

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION               Page: 4
Report Time: 13:21:21  Direct Loan Tools for Windows – 2021-2022
        Loan Detail Comparison – Unmatched Unbooked Records – Compare Report
                                                              Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999                              Date Range:   1/31/2022
Match Status:   All

                                          Net   Amount        # School
Loan ID                      Student Name   School     COD     Disbursements

999999999S22G99999001    WHITE, WILLIAM     $249                         1
999999999S22G99999001    BROWN, BARRY       $249                         1
999999999U22G99999001    TAN, TERESA        $498                         1
999999999U22G99999001    GREEN, GREG        $498                         1
999999999P22G99999001    BLUE, BELINDA      $732                         1
999999999P22G99999001    BROWN, BILL        $732                         1
999999999P22G99999001    WHITE, WENDELL     $975                         1
999999999P22G99999001    BLACK, BARBARA     $975                         1
999999999S22G99999001                              $955                  0
999999999U22G99999001    PURPLE, PAUL       $498  $2,228                 1
999999999U22G99999001                            $2,228                  0
999999999P22G99999001    RED, RICHARD       $732   $488                  1
999999999P22G99999001                            $1,244                  0
999999999P22G99999001                              $852                  0
999999999P22G99999001    TAN, THOMAS        $975  $3,657                 1
999999999P22G99999001                            $1,244                  0
999999999P22G99999001                            $3,657                  0
999999999S22G99999001    ORANGE, OSCAR      $100                         2
999999999U22G99999001    GRAY, GINA         $100                         2
999999999P22G99999001    PINK, PAULA        $100                         2
999999999P22G99999001                       $100                         2

                Grand Totals

Booked Status      Matched    Unmatched        Total

Booked                1            7              8
Unbooked              1           21             22
Total                 2           28             30

    *** School Records Outside Of SAS Date Range Will Appear In This Section ***
```

Disbursement Detail Comparison

This report, which you can print from the Compare dialog box, compares disbursement detail records from the SAS file received from the COD System with disbursement detail records imported from an external system or disbursement detail data in EDExpress. The Disbursement Detail External Add (DLEXDISB) record layout is provided in Volume IV, Section 3, of the *2021-2022 COD Technical Reference*.

Note: DL Tools Loan and Disbursement Comparison Reports are designed to be run using the SAS with year-to-date detail, *not* monthly detail. You can change your SAS options by accessing the COD Web site at cod.ed.gov.

Records are grouped into four sections on the report based on selected match status (Matched, Unmatched, or All) and booked status (Booked, Unbooked, or Both Booked and Unbooked). The four sections are:

Matched Booked Records - Disbursement records appear in this section of the Compare report if the SAS shows a booked date and the disbursement data in the SAS matches the data in your school's database.

Unmatched Booked Records - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as booked, but the data does not appear in your school's database; or there is a discrepancy between the COD System data and the school data.

Matched Unbooked Records - Disbursement records appear in this section of the Compare report if the disbursement appears on the SAS as unbooked, and the dates and amounts match between the COD System and the school.

Unmatched Unbooked Records - Disbursement records appear in this section of the Compare report if the disbursement exists in your school's database but does not appear on the SAS; the disbursement appears as unbooked on the SAS, but the record does not appear in your school's database; or there is a discrepancy between the COD System data and the school data for an unbooked loan. If your school receives a DSDF with monthly detail, then any disbursements that were accepted in a previous month would not be on the monthly SAS and would therefore appear in this section.

DL Tools compares the disbursements recorded in EDExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the disbursement number, sequence number, disbursement date, and disbursement amounts.

If your school has not imported a booking notification for the loan but the SAS shows that the disbursement has booked, then the disbursement appears in the "Booked Records That Are Unmatched" section. The booking status is according to the COD System, not according to your school's database.

The SAS end date always supersedes the date range specified if that date falls beyond the SAS end date.

A Disbursement Detail Comparison Report runs only if a disbursement level report (DSDF) with disbursement detail has been imported into DL Tools. If your school imports a loan-level report (DSLF) rather than a DSDF, then you cannot run this report. An EDExpress database connection is optional. When printing a Disbursement Detail Comparison, if you have not identified a school code in System setup, you can identify a particular school code in the DL Tools Compare dialog box. If you leave the school code blank in the Compare dialog box, a Disbursement Detail Comparison report is printed for all school codes in your school's database for the designated program year.

Example 1

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 1:

```
Report Date: 02/01/2022       U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 09:48:40  Direct Loan Tools for Windows – 2021-2022
      Disbursement Detail Comparison – Matched Booked Records – Compare Report
                                                           Sort: Loan ID
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code: G99999                              Date Range:  All dates
Match Status:   All                              End Date:    1/31/2022

                                                      Net   Amount
Loan ID                     Student Name      Disb # Seq  School   COD

999999999S22G99999001   RED, ROBERTA             1    1     $249     $249
999999999U22G99999001   BROWN, BARRY             1    1     $498     $498
999999999P22G99999001   TAN, TERESA              1    1     $732     $732
999999999P22G99999001   GREEN, GREG              1    1     $975     $975
```

Example 2

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 2:

```
Report Date: 02/01/2022                   U.S. DEPARTMENT OF EDUCATION                              Page: 2
Report Time: 09:48:40               Direct Loan Tools for Windows – 2021-2022
                          Disbursement Detail Comparison – Unmatched Booked Records – Compare Report
                                                                                                Sort: Loan ID
                        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
```

```
School Code:  G99999                                                        Date Range:  All dates
Match Status:    All                                                        End Date:    1/31/2022

Loan ID:   999999999S22G99999001                                      Student Name:  RED, ROBERTA

              Exists?          Date         Gross           Fee          Rebate           Net          Net Adj

Disb #   Seq  School   COD  School   COD  School  COD  School  COD  School  COD  School  COD  School  COD

   1      1    Yes     No   1/3/2022        $250            $2            $1           $249            $0
```

```
Loan ID:   999999999U22G99999001                                      Student Name:  BLUE, BELINDA

              Exists?          Date         Gross           Fee          Rebate           Net          Net Adj

Disb #   Seq  School   COD  School   COD  School  COD  School  COD  School  COD  School  COD  School  COD

   1      1    Yes     No   1/4/2022        $500            $5            $3           $498            $0
```

```
Loan ID:   999999999P22G999999001                                     Student Name:  BROWN, BILL

              Exists?          Date         Gross           Fee          Rebate           Net          Net Adj

Disb #   Seq  School   COD  School   COD  School  COD  School  COD  School  COD  School  COD  School  COD

   1      1    Yes     No   1/6/2022        $750           $30           $12           $732            $0
```

```
Loan ID:   999999999P22G999999001                                     Student Name:  WHITE, WENDELL

              Exists?          Date         Gross           Fee          Rebate           Net          Net Adj

Disb #   Seq  School   COD  School   COD  School  COD  School  COD  School  COD  School  COD  School  COD

   1      1    Yes     No   1/7/2022      $1,000           $40           $15           $975            $0
```

Example 3

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 3:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 3
Report Time: 09:48:40  Direct Loan Tools for Windows – 2021-2022
      Disbursement Detail Comparison – Matched Unbooked Records – Compare Report
                                                                       Sort: Loan ID
        THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT


School Code:  G99999                                   Date Range:  All dates
Match Status:   All                                    End Date:    1/31/2022

                                                       Net   Amount
Loan ID                      Student Name      Disb # Seq  School    COD

999999999S22G99999001    WHITE, WILLIAM            1    1    $249      $249
999999999U22G99999001    ORANGE, OSCAR             1    1    $498      $498
999999999P22G99999001    GRAY, GINA                1    1    $732      $732
999999999P22G99999001    PINK, PAULA               1    1    $975      $975
```

Example 4

Below is an example of a Disbursement Detail Comparison – Sorted by Loan ID, Page 4:

```
Report Date: 02/01/2022                          U.S. DEPARTMENT OF EDUCATION                                      Page: 4
Report Time: 09:48:40                         Direct Loan Tools for Windows - 2021-2022
                                 Disbursement Detail Comparison - Unmatched Unbooked Records - Compare Report
                                                                                                            Sort: Loan ID
                                  THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:    G99999                                                                       Date Range:  All dates
Match Status:    All                                                                         End Date:    1/31/2022

Loan ID:  999999999S22G99999001                                                     Student Name:

                Exists?              Date              Gross            Fee           Rebate            Net           Net Adj

 Disb #    Seq    School   COD    School    COD    School    COD    School    COD    School    COD    School    COD    School    COD

     1      1     No      Yes            1/5/2021            $500             $12             $6             $494              $0

Loan ID:  999999999U22G99999001                                                     Student Name:

                Exists?              Date              Gross            Fee           Rebate            Net           Net Adj

 Disb #    Seq    School   COD    School    COD    School    COD    School    COD    School    COD    School    COD    School    COD

     1      1     No      Yes            1/6/2021            $500             $12             $6             $494              $0

Loan ID:  999999999P22G99999001                                                     Student Name:

                Exists?              Date              Gross            Fee           Rebate            Net           Net Adj

 Disb #    Seq    School   COD    School    COD    School    COD    School    COD    School    COD    School    COD    School    COD

     1      1     No      Yes            1/6/2021            $500             $12             $6             $494              $0

Loan ID:  999999999P22G99999001                                                     Student Name:

                Exists?              Date              Gross            Fee           Rebate            Net           Net Adj

 Disb #    Seq    School   COD    School    COD    School    COD    School    COD    School    COD    School    COD    School    COD

     1      1     No      Yes            1/7/2021            $500             $12             $6             $494              $0

              Grand Totals for G99999

 Booked Status     Matched     Unmatched     Total
 Booked                  4           4           8
 Unbooked                4           4           8
 Total                   8           8          16

              *** School Records Outside of SAS Date Range Will Appear In This Section ***
```

SAS Cash Detail

The SAS Cash Detail report displays the information from SAS Cash Detail records in your school's DL Tools database. SAS Cash Detail data is received from the COD System and imported into DL Tools. This report contains Transaction Type, Transaction Date, Transaction Amount, COD Process Date, G5 Control/Check Number, and grand totals.

An EDExpress database connection is optional, as this report compares cash data, which is not currently stored in the EDExpress database.

Example 1

Below is an example of a SAS Cash Detail – Sorted by Transaction Type:

```
Report Date: 02/01/2022        U.S. DEPARTMENT OF EDUCATION                    Page: 1
Report Time: 16:46:33  Direct Loan Tools for Windows – 2021-2022
                         SAS Cash Detail – Print Report
                                                                             Sort: Type
         THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:      G99999                              Date Range:     All dates
Transaction Type:    All                             End Date:       1/31/2022

Type              Date        Amount       COD Process Date  G5 Control/Check Number

Receipt          1/4/2022       $954           1/15/2022    1111111111111
Receipt          1/4/2022     $5,881            1/4/2022     1111111111112
Receipt          1/4/2022     $9,217            1/4/2022     1111111111113
Receipt          1/4/2022       $112            1/4/2022     1111111111114
Receipt          1/8/2022       $378            1/8/2022     1111111111115
Receipt          1/11/2022    $1,247           1/11/2022     1111111111116
Receipt          1/11/2022    $4,084           1/11/2022     1111111111117
Receipt          1/12/2022    $3,350           1/12/2022     1111111111118
Receipt          1/13/2022    $3,126            1/4/2022     1111111111119
Receipt          1/14/2022    $1,797           1/14/2022     1111111111121
Refund           1/6/2022       $555           1/18/2022     000000000019
Refund           1/6/2022       $751            1/6/2022     000000000021
Refund           1/6/2022       $698            1/6/2022     000000000022
Refund           1/8/2022     $1,234            1/8/2022     000000000023
Refund           1/11/2022      $254           1/11/2022     000000000024
Refund           1/11/2022      $333           1/11/2022     000000000025
Refund           1/13/2022      $632           1/13/2022     000000000026
Refund           1/14/2022      $988           1/14/2022     000000000027
Refund           1/18/2022    $4,321           1/18/2022     000000000028
Refund           1/19/2022      $874            1/6/2022     000000000029

              Grand Totals

Type              Count         Amount
Cash Receipt        10        $30,146.00
Refunds of Cash     10        $10,640.00
Transactions        20        $40,786.00
```

SAS Loan and Disbursement Detail

The SAS Loan and Disbursement Detail report (with the option to include or exclude disbursement detail) displays the information from SAS Loan and Disbursement Detail records in your school's database. SAS Loan and Disbursement Detail data is received from the COD System and imported into DL Tools. Fields on this report include Student's Name, Loan ID, Servicer Name, Gross Amount, Fee Amount, Interest Rebate Amount, Net Amount, details on each disbursement transaction, and grand totals.

An EDExpress database connection is optional.

If no disbursement date range is entered in the Print dialog box, the Date Range label is printed without a date range.

Example 1

Below is an example of a SAS Loan Detail – Filtered for Both Booked and Unbooked, Page 1:

```
Report Date: 02/01/2022      U.S. DEPARTMENT OF EDUCATION              Page: 1
Report Time: 13:17:21 Direct Loan Tools for Windows – 2021-2022
                 SAS Loan and Disbursement Detail – Print Report
                                                             Sort: Loan ID
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

 School Code:    G99999                Date Range:              All dates
 Match Status:      All                End Date:                1/31/2022
                                       Booked Status:  Both Booked and Unbooked

 Student Name:                   RED, RUBY       Gross Amount:      $500
 Loan ID:              999999999S22G99999001     Fee:                 $5
 Servicer Name:         Dept OF ED PHEAA         Rebate:              $0
 Booked Status:                  Booked          Net Amount:        $495
 PLUS Borrower Name:

 Transactions for 999999999S22G99999001

 Disb #   Seq   Type     Date       Gross      Net
     1     1     D    1/15/2022     $500      $495

 Student Name:                   RED, RUBY       Gross Amount:      $750
 Loan ID:              999999999U22G99999001     Fee:                 $8
 Servicer Name:         Dept OF ED PHEAA         Rebate:              $0
 Booked Status:                  Booked          Net Amount:        $742
 PLUS Borrower Name:

 Transactions for 999999999U22G99999001

 Disb #   Seq   Type     Date       Gross      Net
     1     1     D    1/15/2022     $750      $742

 Student Name:                  BLUE, BART       Gross Amount:    $2,500
 Loan ID:              999999999P22G99999001     Fee:               $107
 Servicer Name:       Dept OF ED SALLIE MAE      Rebate:              $0
 Booked Status:                  Unbooked        Net Amount:      $2,393
 PLUS Borrower Name:       BLUE, PERIWINKLE

 Transactions for 999999999P22G99999001

 Disb #   Seq   Type     Date       Gross      Net
     1     1     D    1/15/2022    $2,500    $2,393

 Student Name:              YELLOW, YOLANDA      Gross Amount:    $1,000
 Loan ID:              999999999U22G99999001     Fee:                $10
 Servicer Name:         Dept OF ED PHEAA         Rebate:              $0
 Booked Status:                  Unbooked        Net Amount:        $990
 PLUS Borrower Name:

 Transactions for 999999999U22G99999001

 Disb #   Seq   Type     Date       Gross      Net
     1     1     D    1/15/2022    $1,000     $990
```

Example 2

Below is an example of a SAS Loan Detail – Filtered for Both Booked and
Unbooked, Page 2:

```
Report Date: 02/01/2021      U.S. DEPARTMENT OF EDUCATION              Page: 2
Report Time: 13:17:21  Direct Loan Tools for Windows – 2021-2022
                  SAS Loan and Disbursement Detail – Print Report
                                                            Sort: Loan ID
     THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

School Code:     G99999              Date Range:              All dates
Match Status:    All                 End Date:                1/31/2022
                                     Booked Status:  Both Booked and Unbooked

Student Name:                ORANGE, OLIVE       Gross Amount:    $3,313
Loan ID:               999999999U22G99999001     Fee:                $35
Servicer Name:     DIRECT LOAN SERVICING CENTER  Rebate:              $0
Booked Status:                     Unbooked      Net Amount:      $3,278
PLUS Borrower Name:

Transactions for 999999999U22G99999001

Disb #   Seq   Type     Date      Gross      Net
   1      1     D     1/15/2022   $3,313    $3,278

Student Name:                VIOLET, VICTOR      Gross Amount:    $1,750
Loan ID:               999999999S22G99999001     Fee:                $18
Servicer Name:        Dept OF ED GREAT LAKES     Rebate:              $0
Booked Status:                     Unbooked      Net Amount:      $1,732
PLUS Borrower Name:

Transactions for 999999999S22G99999001

Disb #   Seq   Type     Date      Gross      Net
   1      1     D     1/15/2022   $1,750    $1,732

Student Name:                PINK, PAULA A       Gross Amount:    $3,800
Loan ID:               999999999P22G99999001     Fee:               $163
Servicer Name:           Dept OF ED PHEAA        Rebate:              $0
Booked Status:                       Booked      Net Amount:      $3,637
PLUS Borrower Name:

Transactions for 999999999P22G99999001

Disb #   Seq   Type     Date      Gross      Net
   1      1     D     1/15/2022   $3,800    $3,637


                    Grand Totals

Total            Count     Gross        Net
Booked             3       $5,050      $4,874
Unbooked           4       $8,563      $8,393
Loans              7      $13,613     $13,267
Disbursements      7      $13,613     $13,267
```

Disbursement Measurement Tool Report (EDExpress Schools Only)

This report is for EDExpress schools only. It monitors the disbursement process by calculating and averaging the actual process time from entry of actual disbursements, to sending the actual disbursements in a document to the COD System, and to booking the loan. The report compares the average number of days elapsed to your tolerances, or guidelines, specified in DL Tools System Setup. You can compile an Actual Disbursement Measurement report with subtotals and totals for the records in the list. This report also contains the Student's Name, PLUS Borrower Name, Disbursement Date/#/Seq, Batched Date and Days Elapsed, Booked Date, and Days Elapsed.

An EDExpress database connection is required.

The names of all PLUS borrowers for each dependent student print on the Disbursement Measurement Tool report. For example, if a dependent student has one PLUS loan with the mother as the borrower and another PLUS loan with the father as the borrower, the report prints the names of both the mother and the father.

Example 1

Below is an example of a Disbursement Measurement Tool report, Page 1:

```
Report Date: 05/01/2022                    U.S. DEPARTMENT OF EDUCATION                              Page: 1
Report Time: 10:14:33                  Direct Loan Tools for Windows – 2021-2022
                                       Disbursement Measurement Tool – Print Report
                                                                                              Sort: Loan ID
                       THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
```

| School Code: | G01002 | | Date Range: | | |

| Student Name: | | WHITE, WENDELL | | PLUS Borrower Name: | |
| Loan ID: | | 999999999S22G99999001 | | | |

Disbursement Information for 999999999S22G99999001

		Disbursement	Batched			Booked		
#	SEQ	Date	Date	Current Date Used	Days Elapsed	Date	Current Date Used	Days Elapsed
1	1	1/5/2022	1/5/2022	No	1	1/6/2022	No	1

| Student Name: | | BLACK, BARBARA | | PLUS Borrower Name: | |
| Loan ID: | | 999999999U22G99999001 | | | |

Disbursement Information for 9999999999U22G99999001

		Disbursement	Batched			Booked		
#	SEQ	Date	Date	Current Date Used	Days Elapsed	Date	Current Date Used	Days Elapsed
1	1	1/5/2022	4/15/2022	No	104	4/15/2022	No	0

| Student Name: | | BLUE, BELINDA | | PLUS Borrower Name: | | BLUE, BOB |
| Loan ID: | | 999999999P22G99999001 | | | | |

Disbursement Information for 999999999P22G99999001

		Disbursement	Batched			Booked		
#	SEQ	Date	Date	Current Date Used	Days Elapsed	Date	Current Date Used	Days Elapsed
1	1	1/6/2022	1/10/2022	No	4	1/12/2022	No	2

| Student Name: | | GREEN, GREG | | PLUS Borrower Name: | |
| Loan ID: | | 999999999P22G99999001 | | | |

Disbursement Information for 999999999P22G99999001

		Disbursement	Batched			Booked		
#	SEQ	Date	Date	Current Date Used	Days Elapsed	Date	Current Date Used	Days Elapsed
1	1	2/11/2022	2/15/2022	No	4	3/15/2022	No	30

Example 2

Below is an example of a Disbursement Measurement Tool report, Page 2:

```
Report Date: 05/01/2022                         U.S. DEPARTMENT OF EDUCATION                                      Page: 2
Report Time: 10:14:33                       Direct Loan Tools for Windows - 2021-2022
                                            Disbursement Measurement Tool - Print Report
                                                                                                            Sort: Loan ID
                              THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Student Name:                               BLACK, BARBARA                      PLUS Borrower Name:
Loan ID:                            999999999P22G99999001

Disbursement Information for 999999999P22G99999001

        Disbursement                                   Batched                                       Booked

  #     SEQ      Date          Date        Current Date Used     Days Elapsed        Date      Current Date Used    Days Elapsed
  1      1     1/1/2022      4/11/2022           No                   100                             Yes                 111

Student Name:                                RED, ROGER                         PLUS Borrower Name:
Loan ID:                            999999999S22G99999001

Disbursement Information for 999999999S22G01002001

        Disbursement                                   Batched                                       Booked

  #     SEQ      Date          Date        Current Date Used     Days Elapsed        Date      Current Date Used    Days Elapsed
  1      1     1/1/2022      4/14/2022           No                   103                             Yes                 111

Student Name:                               BROWN, BRYAN                        PLUS Borrower Name:                 BROWN, BILL
Loan ID:                            999999999P22G99999001

Disbursement Information for 999999999P22G99999001

        Disbursement                                   Batched                                       Booked

  #     SEQ      Date          Date        Current Date Used     Days Elapsed        Date      Current Date Used    Days Elapsed
  1      1     1/1/2022      4/17/2022           No                   106                             Yes                 111

                                                         Grand Totals
                       Average Days Elapsed By Loan Type

       Loan Type          Count       Disbursed To Batched     Disbursed To Booked
    Grad PLUS               2               99.20                   50.00
    PLUS                    2               99.20                   50.00
    Subsidized              2               99.20                   50.00
    Unsubsidized            1              100.00                    0.00

                          Tolerance Review

          Tolerance          Count     Current     Average    Recommended
    Disbursed To Batched       7           0         99.20          0
    Disbursed To Booked        3           0         42.90          0
```